

## BENJAMIN WILLIAM MKAPA FOUNDATION



### **EMPLOYMENT OPPORTUNITY**

The Benjamin William Mkapa Foundation (BMF) is a non-profit Trust, established in 2006 with the vision towards healthy lives and well-being for all in Tanzania and the rest of Africa. Its strategic mission is to contribute towards the attainment of better health outcomes through innovative health and related system solutions. BMF's Vision and Mission can be achieved through an empowered workforce, which is self-motivated, committed to growth and integrity, the one who seeks excellence in execution and who are innovative and dynamic. BMF seeks for innovative, self-driven, dynamic, and competent qualified candidates to fill the below vacancy.

#### **Position Title: Director of Programs and Strategic Information**

**Reports to:** Chief Executive Officer

**Direct Supervisee:** Six (6) staff Members

**Department:** Programs and Strategic Information

**Duty Station:** Head Office -Dar es Salaam

#### **Overall, Purpose of the Job:**

To provide strategic leadership in program design, appraisal, implementation, monitoring, evaluation, and learning. The role is instrumental in driving the achievement of program goals and objectives in alignment with BMF's strategic plan. He/she will support the CEO in strategic management through the development of innovative tools, systems, and techniques for ensuring the Foundation executes its strategic goals, objectives, programmatic focused business growth and initiatives to deliver better results while remaining focused and relevant. The Dept will lead and create the learning atmosphere within the Foundation through the development of systems that support the process of generating, collecting, analyzing, and synthesizing, including emerging diseases, climate change and RMNCAH& Nutrition. Technology driven and Gender integration will be a crosscutting aspects in programming. Additionally, the role is responsible for sharing knowledge to enhance BMF's visibility both within Tanzania and across the African region. Key strategic initiatives include health workforce, services delivery and community health towards addressing communicable and non-communicable diseases including emerging diseases, RMNCAH & Nutrition, with integration climate change, technology driven interventions and Gender.

#### **Key Roles and Responsibilities**

##### **1. Key Output 1: Driving Strategic Processes including Short- and Long-term Strategic plans**

- Provide overall leadership for managing Foundation's programs, and act as custodian for the development and translating institutional long-term & short-term program targets, objectives, and vision into implementation
- Coordinate and monitor the implementation of the BMF Strategic Business Plan (2024- 2030) and formulate periodic plans and measures to achieve its defined goals based on environmental analysis and make recommendations to the Senior Management Team.
- Facilitate all BMF Dept-/Units in aligning their goals, processes, and resource allocation within the Foundations strategic plan context
- Enhancing sustained improvement of organization efficiency and effectiveness, business opportunities and checking viability.

##### **2. Key output 2: Ensure effective and efficient Program Planning and Implementation**

- Enhance attainment of the BMF program targets as per Strategic Business Plan and ensure the desired Program/Projects' objectives are delivered

- Work with program managers in preparing departmental and project specific budgets and review the annual plans & budgets in consultation with the Director of Finance and Grants.
- Lead in dissemination and integration of the approved project workplans & budgets into institutional structures for efficiency gains and effective implementation.
- Appraise and manage mitigation risks to the Programs portfolio and inform the Senior Management team.
- Secure resources and expertise from within and externally to accomplish quality program targets.
- Establish and enhance the engagement of different partners including subgrantees for high impact interventions.
- Preserve the Program's key objectives through effective consultation and negotiation with financing partners to achieve the right perspective and the required outcomes.

### **3. Key output 3: Monitoring, Evaluation, and Research**

- Lead in providing strategic and technical guidance for periodic monitoring of institutional performance and evaluate its efficiency, effectiveness, relevancy, and its sustainability
- Provide strategic and technical direction for all M&E related systems, processes, analysis and reporting across the Institution and Program portfolio
- Oversee the institutional data management and information systems including review of in-house tools and data management systems to collect, analyze and track M&E indicators across the organization.
- Ensure effective capacity building for result based M&E system and effective evaluation of institutional strategies for performance improvement.
- Support BD Unit in development of the M&E strategies and frameworks as required in support of new businesses/projects/programs.
- Forge strategic partnership with research institutions and/or university to strengthen and enhance the culture of research development and publication.

### **4. Key Output 4: Enhance BMF's learning and robust knowledge management system**

- Oversee the organizational Information and Knowledge Management systems to enhance culture of knowledge sharing, utilization, and learning.
- Provide guidance on the analysis, consolidation and adoption of generated knowledge and evidencebased interventions to inform policy and practices.
- Lead BMF in ensuring active presence and value addition within the different policy dialogue platforms In- Country, Regionally and Internationally.
- Lead BMF's participation in internal and external community of practices, dissemination and learning forums

### **5. Key output 5: Support Business Development initiative**

- Collaborate with the Head of Business Development Unit to establish strategic partnerships and continuous engagement with the current and potential financial and technical partners.
- Sustain strategic engagement with Government, Development partners and relevant stakeholders through collaborative technical sessions related to business development/resource mobilization.
- Support the BD Unit in provision of technical support during proposal development aligned to BMF and country priorities

### **6. Key Output 6: Enhancing ICT solutions into health programming**

- Oversee the BMF's Digital health plan and implementation and ensure alignment to the BMF Strategic direction and country priorities
- Provide strategic and technical guidance to innovative and digital solutions that facilitate efficient execution of the strategic health interventions or initiatives with Government and private sector
- Offer technical direction to effective utilization of digital platforms for efficient data management, analysis, and reporting.
- Oversees ICT architectural initiatives and innovations for the growth of BMF programs in the health sector,
- Operationalize existing and new strategic partnerships on digital health initiatives
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**Subordinate Effectiveness**

- Provide leadership by transferring skills and strategic direction to the team, fostering a strong, accountable, and motivated workforce. Guide the team toward achieving planned and desired results, while actively managing performance to ensure continuous growth and alignment with organizational goals

**Qualifications and Experience:**

- Master's degree in public health, business administration, Social Sciences, or equivalent combination of education and professional experience.
- More than 10 years' working experience in relevant field with 5-7 years' experience in leadership/senior level position
- Strong grasp of organizational operations and strategic processes
- Exceptional communication and interpersonal skills
- Sharp analytical and problem-solving abilities
- Proficient in program and project management

**MODE OF APPLICATION:**

For all interested candidates, please fill out the application form using the link below:

[Application Form - Director of Programs and Strategic Information](#)

Kindly attach the required documents as stated in the application form. The deadline for application is **Monday 1<sup>st</sup> September 2025**

BMF is an equal opportunity employer, and we value diversity. BMF is committed to the principles of safeguarding in workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible.

In the event of any abuse, you may report by submitting you complains via <http://whistleblow.mkapafoundation.or.tz/>

**RELEASED BY:  
CHIEF EXECUTIVE OFFICER,  
BENJAMIN WILLIAM MKAPA FOUNDATION  
20<sup>th</sup> August 2025**